



# REQUEST FOR TENDERS

RFT: 2022/017  
File: AP\_2/1/4  
Date: 29 April, 2022  
To: Interested consultants  
From: Juney Ward, Ecosystem and Biodiversity Officer

**Subject: Request for tenders (RFT): PIRT Implementation Coordinator: supporting implementation of the new Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2021-2025**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. The Pacific Islands Roundtable for Nature Conservation (PIRT) is a coalition of nature conservation and development organisations, governments, inter-government, donor agencies and community groups created to increase effective conservation action in the Pacific Islands Region. It was formed in 1997 at the request of Pacific Island countries and territories. The forum enables those organisations working on nature conservation in the Pacific to improve their collaboration and coordination towards effective conservation action. It is the key coordination mechanism for the implementation of the new Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2021-2025 which was adopted at the 10th Pacific Islands Conference on Nature Conservation and Protected Areas in 2020 and was subsequently endorsed at the Annual SPREP Meeting in September 2021.

SPREP is the Secretariat of this Roundtable, with Margaret West of BirdLife International the Chair with a term from 2021 to 2025. The PIRT Implementation Coordinator will be supporting the PIRT Secretariat to carry out its duties and responsibilities under the Pacific Islands Round Table for Nature Conservation, and the implementation of the Pacific Islands Framework for Nature Conservation and Protected Areas 2021-2025.

### **The Roundtable's mandate<sup>1</sup>**

The Pacific Island Roundtable for Nature Conservation is maintained as a mechanism for promoting, facilitating and monitoring the implementation of the Framework. The Roundtable adopts mechanisms for making its membership accountable to jointly formulated Principles of Implementation and its work inclusive of participation by regional and national bodies. The Roundtable's mandate for the next six years is to increase effective conservation action in the Pacific islands by ensuring members:

<sup>1</sup> As prescribed in the PIRT Membership Charter



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**Actively recognise, respect** and support a Pacific approach to conservation based on sustainable resource use, community property rights and decision-making practices, and local aspirations for development and well-being,

**Respect and encourage** national and community partner leadership for all conservation programmes and help strengthen partner capacity to exercise their leadership,

**Align** conservation programmes with conservation programmes of national partners,

**Design** conservation programmes that are of a scale and budget appropriate to the local context and that long-term strategic planning and resource mobilisation sustains conservation over time,

**Actively support** communication, education and public awareness,

**Put systems in place** to enable full accountability to and participation of the people affected by conservation programme implementation assisted by well-communicated, fully transparent operations,

**Work with each other** to ensure collaborative analysis, strategies, agreed priorities and coordination of political engagement to avoid duplication,

**Provide timely, transparent and comprehensive** reporting on conservation programmes to the Roundtable,

**Mobilise resources** for the implementation of the Framework

The Roundtable reports to the 5 yearly Pacific Island Roundtable conferences on the implementation of the *Framework for Nature Conservation and Protected Areas in the Pacific Island region, 2021-2025*.

- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org) and [www.sprep.org/pirt](http://www.sprep.org/pirt)

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to support SPREP to carry out its duties and responsibilities as the Secretariat of the PIRT, including to build on existing knowledge, partnerships and programs, and operationalisation of the recently developed implementation plan for the new Framework for Nature Conservation and Protected Areas in the Pacific Islands Region 2021-2025, as well as contribute to its implementation by providing technical support. The consultant will also work to identify opportunities for donors and partners for future support to the Pacific region in implementing the new Framework.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

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### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of past related work outputs;
  - iv. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - v. Financial proposal should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's Deliverables - Timeline section; and
  - vi. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.



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- d) **Technical Proposal** which contains the details to achieve the activities outlined in the Terms of Reference.
  - e) **Financial Proposal** –should outline the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 18 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 20 May 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
  - c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
  - d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
  - e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:

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- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

**I. Technical Score – 80%**

	Criteria	Weighting
i	Technical Proposal / Methodology which contains the details to achieve the activities outlined in the Terms of Reference	20
ii	Knowledge of PIRT and the Framework	20
iii	Experience with the Pacific region, and preferably the PIRT members	20
iv	Strong communication skills and proven ability to liaise with diverse range of partners	20

**II. Financial Score - 20%**

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

**7. Variation or Termination of the Request for Tender**

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

**8. Deadline**

- 8.1. **The due date for submission of the tender is: 30 May 2022, midnight (Apia, Samoa local time).**

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- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2022/017: **PIRT Implementation Coordinator: supporting implementation of the new Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2021 – 2025**'

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## Annex A: Terms of Reference

### **Purpose of the consultancy:**

The consultant will provide support to SPREP to carry out its duties and responsibilities as the Secretariat of the PIRT. The incumbent will work closely with PIRT Secretariat and seek to build on existing knowledge, partnerships and programs, and operationalisation of the recently developed implementation plan for the new Framework for Nature Conservation and Protected Areas in the Pacific Islands Region 2021-2025, as well as contribute to its implementation by providing technical support. The consultant will also work to identify opportunities for donors and partners for future support to the Pacific region in implementing the new Framework.

This position is funded through the Programme component for the Pacific ACP region known as the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme to be managed and implemented by SPREP. This component is within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the Programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organisations/institutions and countries.

### **Work Assignments and Outputs**

The position of PIRT Implementation Coordinator (PIRTIC) would undertake work aligned to the following activities:

- Maintain a database of regional-scale conservation programmes undertaken by PIRT member organisations, corresponding to the Strategic Objectives of the regional conservation Framework and cross-referenced to the Post-2020 Global Biodiversity Targets and the SDGs. (This will enable easy annual stock takes of the work done by PIRT members in specific areas, e.g. coral reefs, forests, education, governance, etc.)
- Support PIRT Members and Working Groups to operationalise the key activities identified in the new annual work plan (to be adopted at the PIRT Annual Meeting).
- Support development of communications, media and advocacy materials for PIRT.
- Support modalities to strengthen Pacific Island youth involvement in biodiversity decision making.
- Support strengthening PIRT's work related to UN Decades eg.the Decade of Ecosystem Restoration, and Decade of Ocean Science in the Pacific, as well as ongoing work for coral reef management and conservation in the Pacific.
- Identifying areas where donors could further support the region in implementing the new Framework.
- Facilitate the writing of PIRT's first joint policy brief and its distribution to key partners in the Pacific
- Compile, update and maintain a database of upcoming regional funding opportunities for PIRT Members and Working Groups.
- Support PIRT's Working Groups to strengthen their internal coordination, and establish mechanisms for enhanced collaboration between Working Groups.



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- Support PIRTs work to enhance youth engagement in biodiversity decision making through working closely with the PIRT Young professional position.
- Support the PIRT Secretariat in hosting and reporting annual meetings and other intersessional meetings.
- Develop report updating on progress of implementation of the Framework for Nature Conservation and Protected Areas 2021-2025, and present during the PIRT Annual Meetings in 2022 and 2023.

## MANAGEMENT ARRANGEMENTS

The PIRT Implementation Coordinator will report to SPREP's Biodiversity Adviser and will work closely with SPREP's Ecosystem and Biodiversity Officer, and the PIRT Chair.

## TIMEFRAMES AND BUDGETS

This position is anticipated to be part-time of approx. 0.5 full time equivalent (FTE) and over a timeframe of 24 months (approx. June 2022 to June 2024)

## SPECIAL KNOWLEDGE & SKILLS

- Knowledge of the Pacific Islands Roundtable for Nature Conservation and Protected Areas (PIRT) and the Framework for Nature Conservation and Protected Areas.
- Experience with the Pacific region, and preferably the PIRT member organisations
- Strong communication skills and proven ability to liaise with diverse range of partners

## LOCATION AND TRAVEL

This consultancy is anticipated to be undertaken remotely by the consultant. A small amount of travel within the Pacific islands' region may be required and this will be organised and funded by SPREP.

## USEFUL RESOURCES

PIRT webpage: <https://www.sprep.org/pirt/about-pirt>

Overview of PIRT and Regional Framework: [https://www.sprep.org/sites/default/files/users/amandaw/Overview%20of%20PIRT%20and%20Framework\\_PDF.pdf](https://www.sprep.org/sites/default/files/users/amandaw/Overview%20of%20PIRT%20and%20Framework_PDF.pdf)

Framework for Nature Conservation and Protected Areas 2021-2025 : <https://www.sprep.org/pirt/framework-for-nature-conservation-and-protected-areas-in-the-pacific-islands-region-2021-2025>

PIRT Implementation Plan 2022: [https://www.sprep.org/sites/default/files/users/amandaw/PIRT%20Implementation%20and%20monitoring%20plan\\_FINAL%202021.pdf](https://www.sprep.org/sites/default/files/users/amandaw/PIRT%20Implementation%20and%20monitoring%20plan_FINAL%202021.pdf)

PIRT reporting template for members: <https://www.sprep.org/sites/default/files/users/amandaw/PIRT%20reporting%20template%20-%20Working%20Groups.docx>

PIRT reporting template for Working Groups: <https://www.sprep.org/sites/default/files/users/amandaw/PIRT%20reporting%20template%20-%20Working%20Groups.docx>

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